

## Office of the Chief Administrative Officer

Records related to the activities and responsibilities of the Chief Administrative Officer (CAO), the administrative head of Winnipeg. Also include records related to the CAO Office, a group of professional staff with capabilities in the areas of policy/report analysis and coordination, issues management, communications, media and public affairs, project/event coordination and other such areas as the CAO determines are required to assist in the effective discharge of his/her duties. The CAO Office works in close cooperation with the Mayor's Office and upon request and at the discretion of the CAO, ensures that administrative information and advice is provided to the Mayor's Office in support of its role in fiscal, policy and strategic analysis, research, communication and the scheduling of agendas for Executive Policy and Standing Committees.

### 9. Office of the CAO

9. Office of the CAO		Function	Description	Retention and Disposition
9(1) / (12.00)	Chief Administrative Officer's (CAO's) Files	To record the management and administration of the City of Winnipeg as carried out by the Chief Administrative Officer (CAO) as provided for under The City of Winnipeg Charter.	Correspondence, reports, presentations and other records related to the execution of the duties of the Chief Administrative Officer and the delivery of all City services.	Archival.

### 10. Managing Strategic Initiatives

10. Managing Strategic Initiatives		Function	Description	Retention and Disposition
10(1) / (13.01)	Planning Working Papers	To maintain a record of activities related to the preparation of business plans.	Correspondence, reports and other records related to routine planning activities.	Destroy 6 years after record creation.

10. Managing Strategic Initiatives		Function	Description	Retention and Disposition
10(2) / (13.02)	Strategic Planning Records	To record the strategic planning process as carried out by the Chief Administrative Officer (CAO).	Correspondence, business plans, proposals and agreements, reports, presentations, statistical data and other records related to the corporate planning process and the development of major corporate projects and initiatives.	Archival.

### 11. Organizational Planning, Internal Communications and Initiatives

11. Organizational Planning, Internal Communications and Initiatives		Function	Description	Retention and Disposition
11(1) / (14.01)	Administrative Directives	To maintain a record of all Administrative Directives approved by the Chief Administrative Officer (CAO).	Approved administrative directives.	Archival.
11(2) / (14.02)	Administrative Reports	To maintain a record of all Administrative Reports presented to the Council.	Administrative reports, related correspondence and other records related to the preparation and presentation of administrative reports by the CAO Office.	Archival.

## 12. Public Affairs

12. Public Affairs		Function	Description	Retention and Disposition
12(1) / (15.01)	Corporate Communications Records	To record the creation, development and implementation of corporate communications and public relations programs and activities including corporate communication standards, publications and public relations materials	Correspondence, reports, publications including brochures, newsletters and photographs, art work, posters, transcripts, audio and video-tape copies of speeches, interviews and presentations, multimedia and other records related to corporate information and the administration of corporate communications and promotion of the City of Winnipeg.	Archival.
12(2) / (15.02)	Corporate Website Records	To maintain a record of the administration of the City of Winnipeg website.	Correspondence, reports, publications and other records related to the development and placement of information on the City of Winnipeg website. Also includes records related to policies and procedures pertaining to website administration and maintenance as well as the generation and capture of web-based records.	Destroy 2 years after obsolete or superseded.